



## BALDWIN COUNTY COMMISSION

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### PLANNING AND ZONING DEPARTMENT

**Main Office (Mailing)**  
22251 Palmer Street  
Robertsdale, AL 36567  
Phone: (251) 580-1655  
Fax: (251) 580-1656

**Main Office (Physical)**  
22070 Highway 59  
Robertsdale, AL 36567  
Phone: (251) 580-1655  
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**Foley Office**  
201 East Section Avenue  
Foley, AL 36535  
Phone: (251) 972-8523  
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### New Pier, Boathouse or Bulkhead

#### Land Use Certificate Application Submittal Checklist

- \_\_\_\_\_ **Baldwin County Land Use Certificate Application** *(The application must be filled out, dated and signed by the contractor who is responsible for construction)*
- \_\_\_\_\_ Application Fee of \$25.00 *(Checks are to be made payable to the Baldwin County Commission)*
- \_\_\_\_\_ Agent Authorization Form
- \_\_\_\_\_ Original signed copy of the Corp of Engineer Permit.
  - Permits with the following WILL NOT BE ACCEPTED: on the signature page: **///S///**. *(The original copies of the signed COE permits are typically sent to the property owner or the individual who applied for the permit)*
- \_\_\_\_\_ Three (3) sets of an accurate site plan approved by the Corp of Engineers.
  - The site plan must clearly identify the footprint of the proposed structure with dimensions and setbacks from the lateral riparian setback lines.
- \_\_\_\_\_ Three (3) sets of construction plans approved by the Corp of Engineers. Plans must include the following information with accurate dimensions:
  - Floor plan, i.e. number of slips, covered and uncovered deck area, storage area.
  - Front Elevation View with height measured from mean high water line to peak of roof
  - Roof plan (dimensions must include roof overhang on all sides)
- \_\_\_\_\_ Primary Contact Name and Telephone number for direct contact by Staff during construction.

\_\_\_\_\_ Anticipated date for start of construction.

\_\_\_\_\_ Any other information deemed necessary to complete review

Any changes, minor or major to the construction plans of an approved Baldwin County Land Use Certificate must be approved by the Department. Failure to receive approval may result in the issuance of a Notice of Zoning Violation.

*NOTE: Random inspections will be made periodically by the Baldwin County Planning Department Code Enforcement Officer during construction.*